

Office of Superintendent of Public Instruction

## iGrants User Training Manual

# iGrants User Manual - District

Last updated: March 15, 2012

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## Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), agreements, and end-of-year reports.

## Training Manual Purpose

In an effort to make iGrants a more user-friendly system, enhancements are ongoing. This training manual serves as an introduction to operate the upgraded iGrants system.

This manual is structured so that one can work at his/her own pace by following the system navigation steps. Screenshots are provided to illustrate the various iGrants processes.

## Audience

All non-OSPI iGrants users can use this training manual to learn how to operate the iGrants system and generate budget reports and exports.

## Gaining Access to iGrants

The procedures for gaining access to iGrants are listed below.

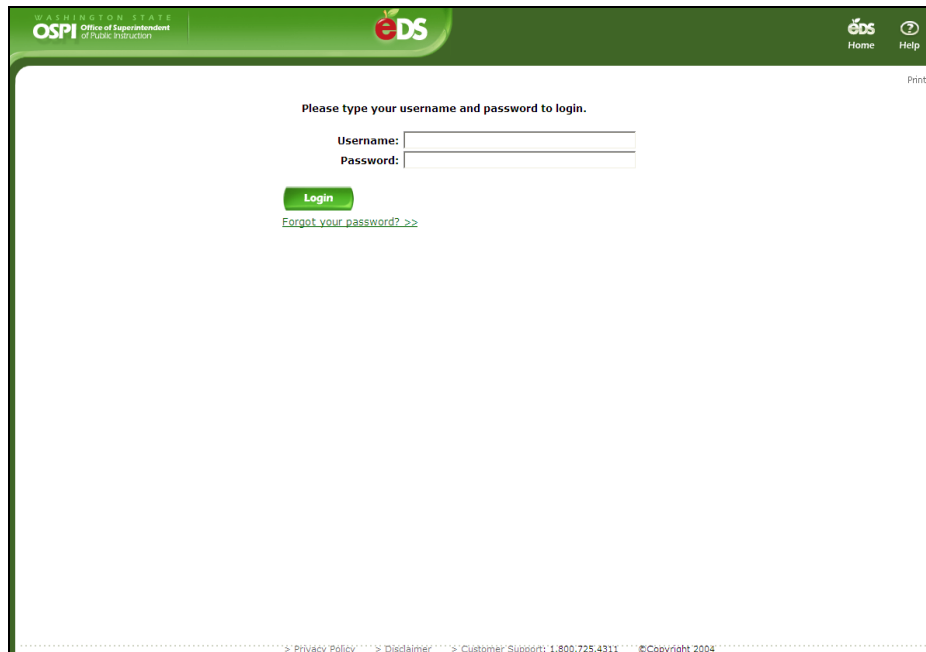
- **School Districts:** All users must contact their district security manager. A list of district security managers is located on the iGrants home page under the **Obtain User Login Credentials** link.
- **All other organizations** (listed below) must contact OSPI Customer Support by calling (800) 725-4311, Option #1 or emailing [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us).
  - ❖ **Educational Service Districts**
  - ❖ **Non-Profit Organizations**
  - ❖ **Colleges and Universities**

## 1. Logging Into iGrants (All Users)

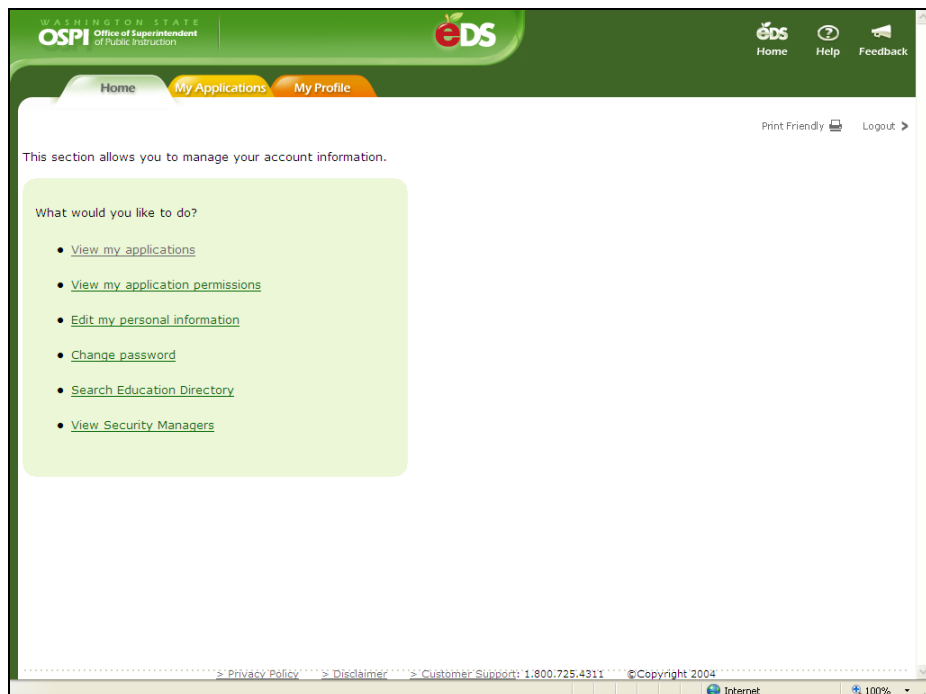
1. From the EDS Login screen, type your **Username** and **Password** and click **Login**.  
The EDS Home page opens.

The URL to use is:

<https://eds.ospi.k12.wa.us/Login.aspx>.



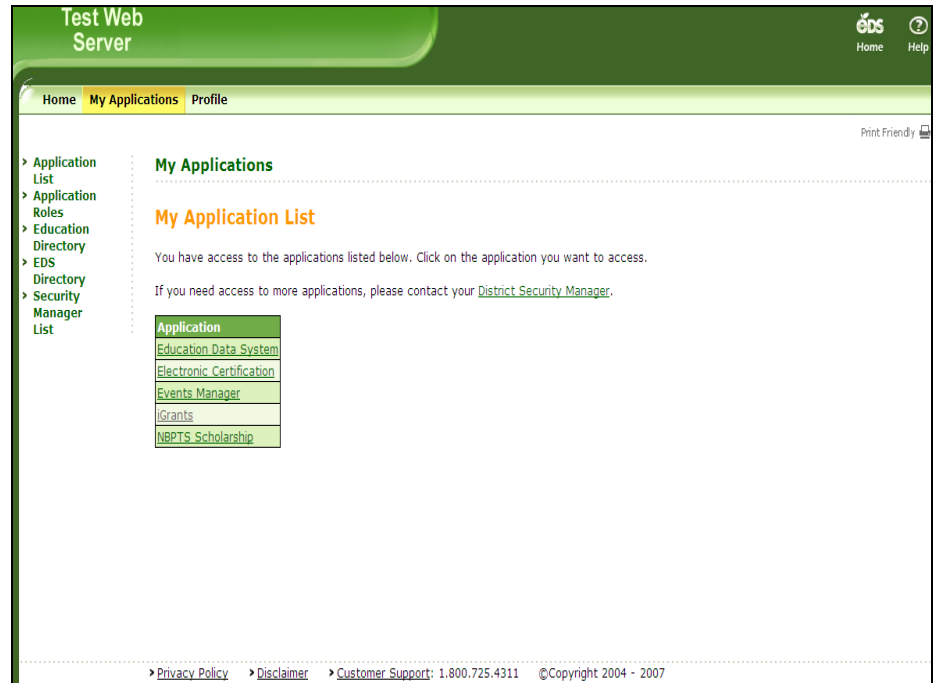
2. From the EDS home screen, click on the **My Applications** tab. The My Application page opens.



- From the My Applications screen, click on the link to the **iGrants** application.

**Note:**

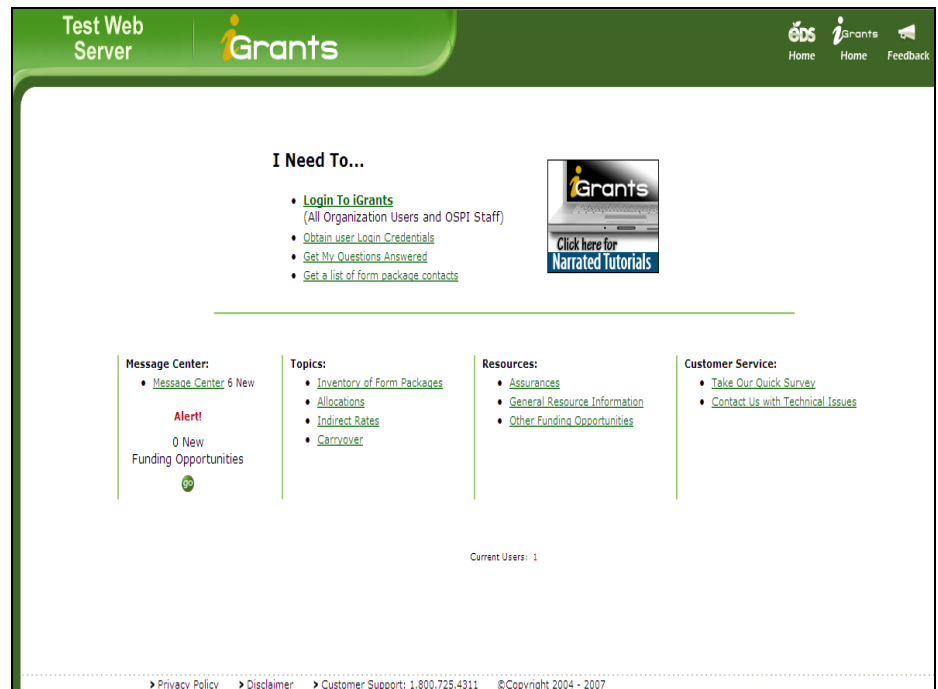
- Each user's My Application List will contain different links. If yours is missing the **iGrants link**, contact your district's data security manager (districts only) or OSPI's Customer Support (all other organizations) at 1.800.725.4311, Ext. 1 and ask to be given iGrants access.



- Clicking iGrants on the My Application page displays the iGrants home page screen. You can click on **Login to iGrants** to go into the iGrants application. (If you have already logged into the EDS system, you are not required to login again.)

**Notes:**

- From the iGrants login page, **set a bookmark** to make future logins quicker.
- The EDS applications – which include iGrants – are designed to use **Internet Explorer 6.0** or greater as the Web browser. It is best not to use other browsers. See Appendix A for details about browser settings.



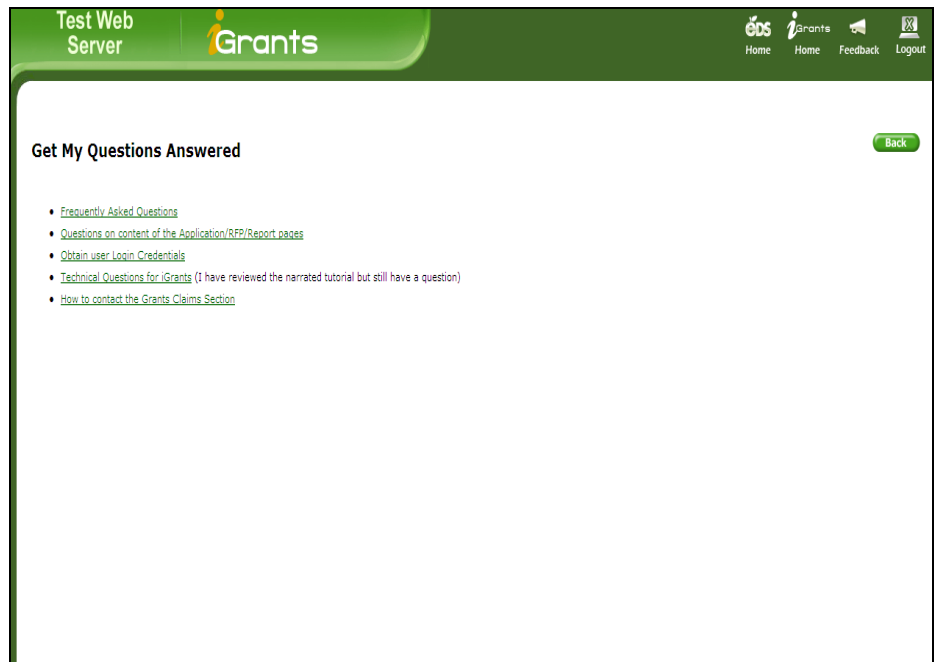
## 2. iGrants Home Page

### 2.1 I Need To...

1. Depending upon what you need to do, you can navigate to various pages by clicking the appropriate link from iGrants home page.

#### Notes:

- Clicking **Login to iGrants** would take you to the iGrants login page.
- Clicking the following links will display pages with corresponding information:
  - **Obtain user Login Credentials**
  - **Get My Questions Answered**
  - **Get a list of form package contacts**

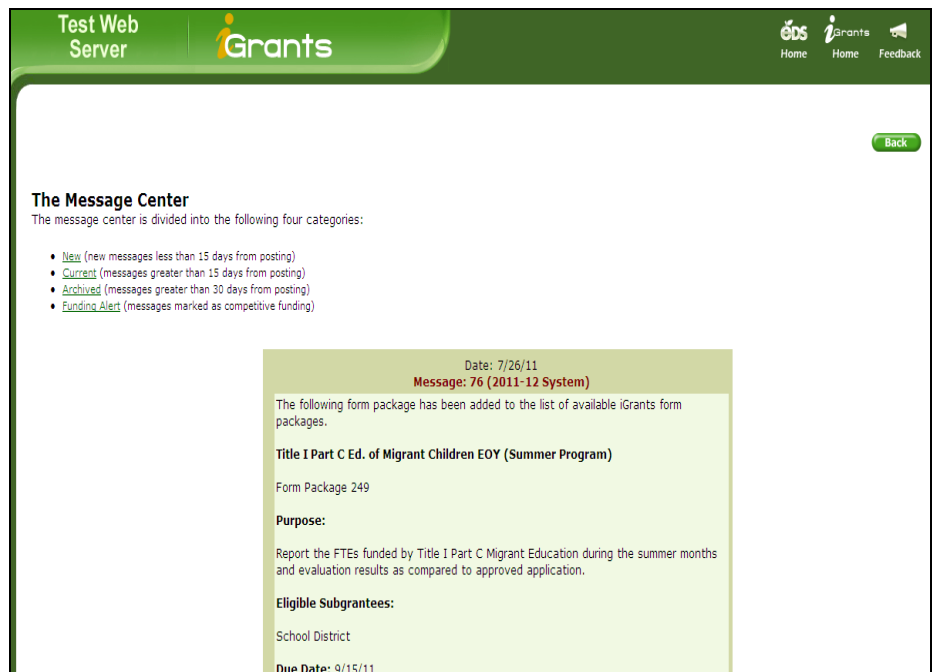


### 2.2 Message Center

1. Clicking the **Message Center** link on iGrants home page displays the Message Center page. This page is used to display any New, Current, or Archived messages.

#### Notes:

- Click on the appropriate link (**New**, **Current**, or **Archived**) to see messages.
- Click the **Print** icon to print the page.



## 2.3 Topics

- The iGrants home page also displays links to the following Topics:

- ❖ **Inventory of Form Packages**
- ❖ **Allocations**
- ❖ **Indirect Rate**
- ❖ **Carryover**

### Notes:

- Clicking the **Inventory of Form Packages** link displays a list of form package types.
- Use the fiscal year drop-down to see form packages from prior years.

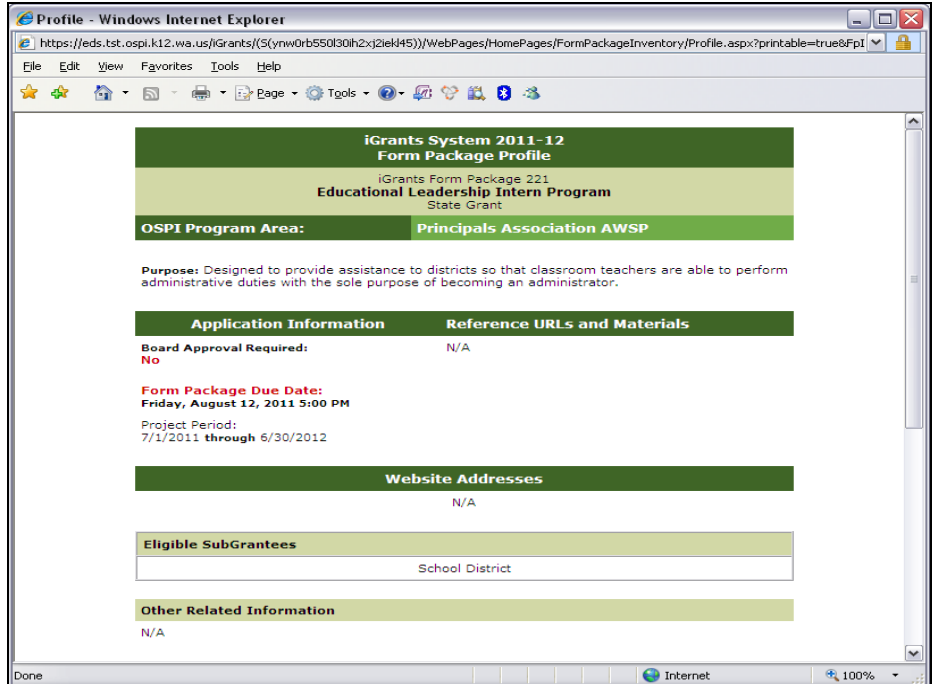
- Clicking the link for **form package type** or **organization** on the Inventory of Form Packages page displays the form package details and the contact information.

### Note:

- Click the **Back** button to go back to the inventory page.

FP ID	FP Name/Profile	Type	Audience	Program Area	Status	Activation Date	Due Date	Funding Amounts	OSPI Program Contact	Grant Analyst	Budget Information
221	<a href="#">Educational Leadership Intern Program</a>	State Grant	School District	Principals Association AWSP	Open	6/16/2011	8/12/2011		Linda Thomas AWSP 360.357.7951 linda@awsp.org	Staci Brooks Director, Grants Management 360.725.6278 staci.brooks@k12.wa.us	Go
409	<a href="#">Full-Day Kindergarten (Pasco Only)</a>	State Grant	School District	Early Learning	Open	6/22/2011	7/15/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
359	<a href="#">Full-Day Kindergarten (Renewal)</a>	State Grant	School District	Early Learning	Open	6/10/2011	6/27/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
217	<a href="#">Highly Capable Students Program</a>	State Grant	School District	Highly Capable	Open	6/9/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100 gayle.pauley@k12.wa.us  Jody Hess Program Supervisor 360-725-6130 Jody.Hess@k12.wa.us  Sandy Benedetti Program Support 360-725-6101 sandy.benedetti@k12.wa.us	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go
218	<a href="#">Learning Assistance Program (LAP)</a>	State Grant	School District	Special Programs and Federal	Open	6/3/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go

- Clicking the **FP Name/Profile** link or **Go**, the page refreshes to display the form package profile page.



**iGrants System 2011-12  
Form Package Profile**

iGrants Form Package 221  
**Educational Leadership Intern Program**  
State Grant

**OSPI Program Area:** Principals Association AWSP

**Purpose:** Designed to provide assistance to districts so that classroom teachers are able to perform administrative duties with the sole purpose of becoming an administrator.

Application Information	Reference URLs and Materials
<b>Board Approval Required:</b> No	N/A
<b>Form Package Due Date:</b> Friday, August 12, 2011 5:00 PM	
Project Period: 7/1/2011 through 6/30/2012	

**Website Addresses**  
N/A

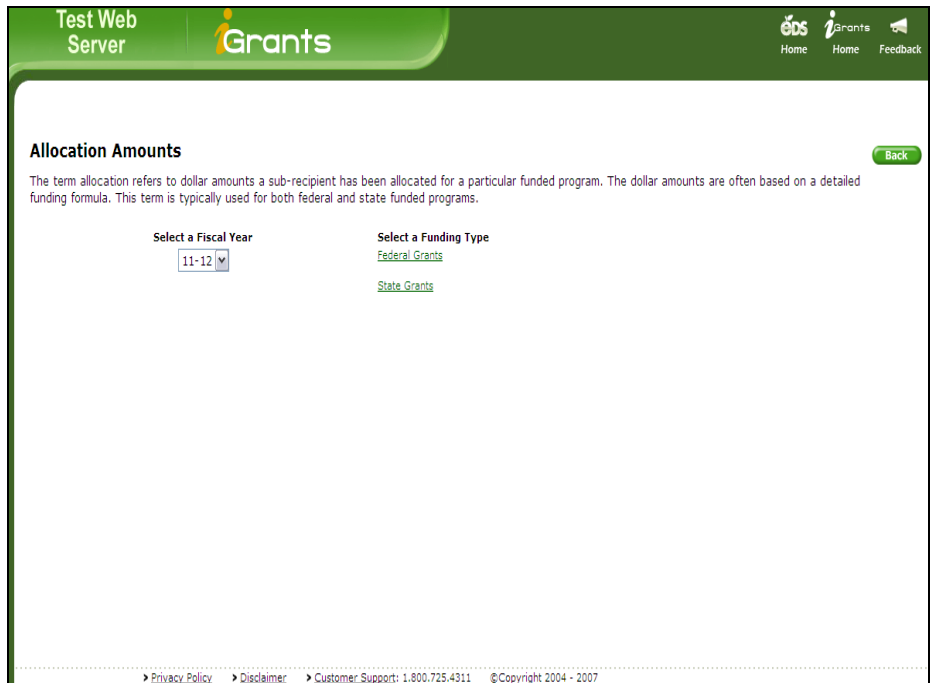
**Eligible SubGrantees**  
School District

**Other Related Information**  
N/A

- Clicking the **Allocation** hyperlink on iGrants home page displays the **Allocation Amounts** page. You can also use the drop-down filter to view allocations for prior years or by funding type.

**Note:**

- The fiscal year defaults to the current year.



**Test Web Server** **iGrants**

Home Home Feedback

**Allocation Amounts** [Back](#)

The term allocation refers to dollar amounts a sub-recipient has been allocated for a particular funded program. The dollar amounts are often based on a detailed funding formula. This term is typically used for both federal and state funded programs.

Select a Fiscal Year: 11-12

Select a Funding Type: [Federal Grants](#) [State Grants](#)





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- Clicking a **Funding Type** link on Allocation Amounts page displays allocation amounts for different form packages sorted by organization name.

**Notes:**

- Click the **Back** button to go back to the Inventory page.
- Click the **Print** icon to open the page in printer friendly view.

Test Web Server **iGrants**    

**Allocations** Back





Federal Funded for 10-11

District	CoDist ID	Organization	Form Package ID	Form Package	Amount
	BGCSP	Boys and Girls Clubs of South Puget Sound	364	21st Century Community Learn Centers (Continuing Awards - Consortium)	\$335,273
	CFIC	Camp Fire USA Inland NW Council	363	21st Century Community Learn Centers (Continuation Awards - District)	\$194,000
	19901	Central Washington University	436	Special Education State Needs Projects	\$264,244
	19901	Central Washington University	436	Special Education State Needs Projects	\$36,033
	CSL	Communities in Schools of Lakewood	540	21st Century Community Learn Centers (New Applicants - District)	\$72,000
	CSCCKG	Community Schools Collaboration of King County	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$410,518
	DECCA	Distributive Education Clubs of America	388	Student Leadership - Federal (Selected Recipients Only)	\$24,000
	32801	Educational Service District 101	209	Title I Part D Subpart 1 N or D State Agency	\$32,158
	32801	Educational Service District 101	231	Title III LEP (Consortium Package)	\$0
	32801	Educational Service District 101	232	Title III LEP (District Package)	\$0
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$10,167
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$0
	32801	Educational Service District 101	293	ARRA CSA Ed Tech Support Center (ETSC) ESDs 101, 112, 121	\$13,500
	32801	Educational Service District 101	356	Title I Part D Training Proposal - Mini Grant	\$2,260
	32801	Educational Service District 101	422	Prevention Intervention Services Program (Federal)	\$521,097
	32801	Educational Service District 101	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$409,274
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050

- Clicking the **Indirect Rates** link on iGrants home page displays a page which describes the purpose of the indirect rate.

**Note:**


- The fiscal year defaults to the current year.

Test Web Server **iGrants**     


**Indirect Rates** Back

An indirect rate allowed by most grants helps subgrantees to offset the cost of providing program services. Not all grants allow an indirect rate to be applied. The programs that do allow an indirect rate are based on either a restricted, unrestricted, or state recovery percentage. Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (direct expenditures) plus a limited allowance for overhead or indirect expenditures.

Select a Fiscal Year

11-12  

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- Clicking the  button on the **Indirect Rates** page displays the indirect rates by type for organizations by the selected fiscal year.

**Notes:**


- Click the **Back** button to return to previous page
- Click the **Print** icon to print the page.

Test Web Server | iGrants

eds Home iGrants Home Feedback Logout

**Indirect Rates**

for 11-12

[Back](#) 

CoDist ID	Organization	Restricted Rate	Unrestricted Rate	Recovery Rate
14005	Aberdeen School District	0.0325	0.1007	0.1421
21226	Adna School District	0.0315	0.185	0.189
22017	Almira School District	0.0472	0.2447	0.2921
29103	Anacortes School District	0.0256	0.1542	0.1627
31016	Arlington School District	0.0303	0.1296	0.1428
02420	Asotin-Anatone School District	0.3522	0.1563	0.1901
17408	Auburn School District	0.0275	0.1285	0.1344
18303	Bainbridge Island School District	0.0387	0.1741	0.1825
27931	Bates Technical College	0.1	0.0	0.0
06119	Battle Ground School District	0.037	0.1529	0.1529
17405	Bellevue School District	0.0347	0.1573	0.1603
37501	Bellingham School District	0.0357	0.1519	0.1592
01122	Benge School District	0.0349	0.2645	0.3225
27403	Bethel School District	0.0302	0.1311	0.1414
20203	Bickleton School District	0.0502	0.1755	0.1932
37503	Blaine School District	0.0207	0.169	0.1841
21234	Boisfort School District	0.0493	0.2544	0.3788
18100	Bremerton School District	0.0617	0.1948	0.1767
24111	Brewster School District	0.028	0.1863	0.198
09075	Bridgeport School District	0.0449	0.1777	0.1795
16046	Brinnon School District	0.1396	0.3417	0.3205
29100	Burlington-Edison School District	0.0435	0.1724	0.1819
06117	Camas School District	0.0394	0.1492	0.1582
05401	Cape Flattery School District	0.0322	0.1841	0.2159
27019	Carbonado School District	0.0545	0.3034	0.326
04228	Cascade School District	0.022	0.1568	0.1779
04222	Cashmere School District	0.0453	0.1422	0.2018

- Clicking the **Carryover** link on iGrants home page displays the **Carryover Amounts** page.

**Notes:**

- Select a **Fiscal Year** from the drop-down. The fiscal year defaults to the current year.
- Select a **Funding Type** by clicking on the **Federal Grants** or **State Grants** link.

Test Web Server | iGrants

eds Home iGrants Home Feedback Logout

**Carryover Amounts**

[Back](#)

The term carryover amounts refers to unspent funds that have been carried over from the previous fiscal year to the next. This term is applied to federal and some state funds.

Select a Fiscal Year:

Select a Funding Type:

[Federal Grants](#)

[State Grants](#)

9. Clicking the funding type link on the carryover amounts page displays the appropriate **carryover amounts** for all organizations by form package for the selected fiscal year.

**Notes:**

- Click the **Back** button to return to previous page.
- Click the **Print** icon to print the page.

Test Web Server

Grants

eds

Home

iGrants

Home

Feedback

Logout

Carryover

Back

Print

Federal Funded for 10-11

CoDist ID	Organization	Form Package ID	Form Package	Amount	Budget Category
2834	A J West Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$3,503	
2834	A J West Elementary	502	ARRA Peer Coaching (Carryover Only)	\$468	
2834	A J West Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,425	
14005	Aberdeen School District	201	Title I, Part A Improving Basic Programs	\$365,030	
14005	Aberdeen School District	208	Title I Part D Subpart 2 Neglected or Delinquent Local Agency	\$19,953 2010-11	
14005	Aberdeen School District	232	Title III LEP (District Package)	\$48,058	
14005	Aberdeen School District	236	Title II Part D Enhancing Education Through Technology	\$3,172 2010-11 Funding	
14005	Aberdeen School District	239	Title II Part A Teacher Principal Training and Recruiting	\$200,056	
14005	Aberdeen School District	262	Rural and Low-Income School Grant	\$7,116	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$39,966 IDEA-B	
14005	Aberdeen School District	267	Special Education IDEA-B and Section 619 (District Package)	\$2,344 Section 619	
14005	Aberdeen School District	416	21st Century Community Learn Centers (Continuing Awards - District)	\$75,390	
14005	Aberdeen School District	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$73,590	
14005	Aberdeen School District	482	ARRA Title I, Part A	\$170,191	
14005	Aberdeen School District	485	ARRA McKinney-Vento Homeless Children and Youth	\$5,101	
14005	Aberdeen School District	487	ARRA Special Education IDEA B and Section 619 Carryover Funds	\$390,731 IDEA-B	
14005	Aberdeen School District	487	ARRA Special Education IDEA B and Section 619 Carryover Funds	\$12,947 Section 619	
14005	Aberdeen School District	500	ARRA Title II Part D (Carryover Only)	\$9,456	
3209	Abraham Lincoln Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,601	
3209	Abraham Lincoln Elementary	502	ARRA Peer Coaching (Carryover Only)	\$947	
3209	Abraham Lincoln Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$2,353	
2585	Acme Elementary	503	ARRA Teaching and Learning in the 21st Century (TL21)	\$1,940	
2156	Adams Elementary	366	EETT Peer Coaching (Selected Recipients Only)	\$1,827	
21226	Adna School District	201	Title I, Part A Improving Basic Programs	\$0	
21226	Adna School District	236	Title II Part D Enhancing Education Through Technology	\$1 2010-11 REAP	

## 2.4 Resources

1. Clicking the **Assurances** link on iGrants home page displays a page which describes the purpose of assurances and gives a list of individual federal and state program assurances.

**Note:**

- Select the appropriate fiscal year from the drop-down. The fiscal year defaults to the current year.

Test Web Server | iGrants

Home Home Feedback Logout

**Assurances** Back Print

Assurances represent specific requirements a subgrantee (recipient of funds, e.g., school district) must comply with. The general assurance page applies to all federal and state programs housed within the iGrants system. There are nine compliance items ranging from fiscal control, fund accounting procedures, and proper record keeping. This single page must be signed and kept on site by all sub-recipients. In addition to the general assurances, some programs require their own program assurance page, e.g., Title I, District Improvement, and Special Education. All subgrantees must enter the iGrants system to fully process each of the assurance pages, where applicable.

Fiscal Period  
11-12

General Assurances

[21st CCLC Cohort 6 \(Continuing Awards - District\)](#)

[21st Century Community Learn Centers \(Continuation Awards - Consortium\)](#)

[21st Century Community Learn Centers \(Continuation Awards - District\)](#)

[21st Century Community Learn Centers \(Continuation Awards - Consortium\)](#)

[21st Century Community Learn Centers \(Continuing Grantees - District\)](#)

[21st Century Community Learn Centers \(Continuing Grantees - Consortium\)](#)

[Advanced Placement Test Fee Program: IB](#)

[College Readiness Initiative: Navigation 101 \(Continuing Recipients Only\)](#)

[CSA Educational Technology Support Center \(ETSC\)](#)

[CSA Educational Technology Support Center \(ETSC\)](#)

[CSA Secondary Education and School Improvement](#)

[Early Learning and STEM - Exploration and Wonder of the World](#)

2. Clicking any of the program links displays a page with the list of assurances associated with that program.

Test Web Server | iGrants

Home Home Feedback Logout

**Assurances** Back Print

21st CCLC Cohort 6 (Continuing Awards - District) for 11-12

Page 1

**Assurances 2011-12**

Before completing this certification, please read assurances carefully.

By signing the Certificate of Assurances, the duly authorized representative of the applicant certifies that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying, includes but is not limited to:

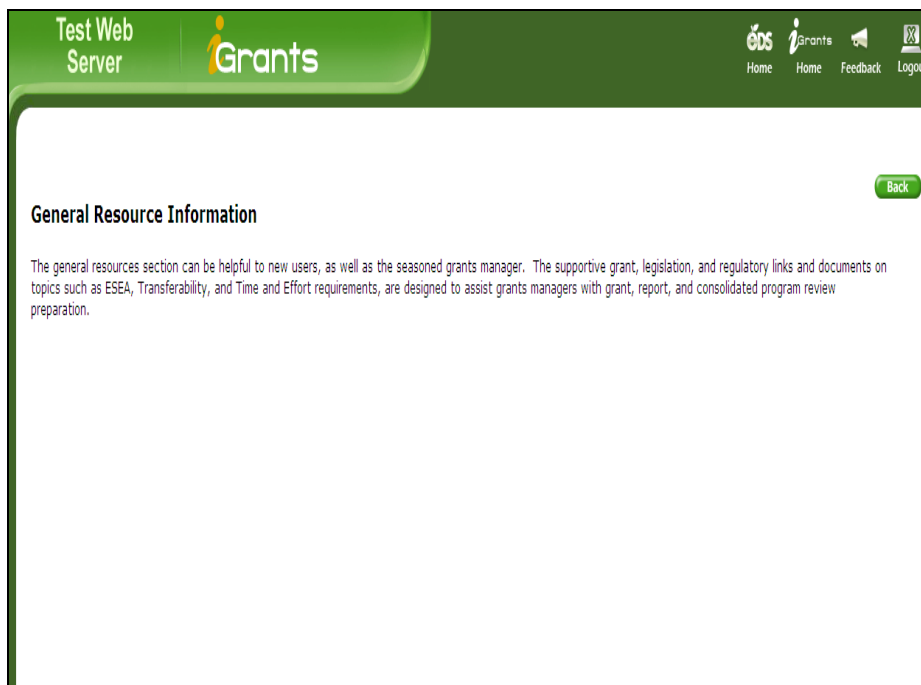
Compliance with all federal requirements of the federal 21st Century Community Learning Centers as detailed in Title IV, Part B of the Elementary and Secondary Education Act of 2001, No Child Left Behind.

The applicant assures to the best of his/her knowledge and belief that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing board of the applicant and that the applicant will comply with the required assurances if funding is approved.

Project applicants are required to sign the Certificate of Assurances, certifying that the applicant will comply with the assurances pertinent to all applicants and to programs for which the applicant is applying. The applicant also certifies that they will comply with the general assurances listed in the consolidated state application (iGrants).

- Clicking the **General Resource Information** link on iGrants home page displays links to supportive documents on topics such as:

- ❖ ARRA (Stimulus) Guidance
- ❖ DUNS Numbers
- ❖ ESEA
- ❖ Nine Characteristics
- ❖ Transferability & REAP Guidance
- ❖ Time and Effort
- ❖ Comparability
- ❖ Lifecycle of a Grant
- ❖ Dollar Flow (Federal)
- ❖ Dollar Flow (State)
- ❖ Faith Based
- ❖ SAS Timeline



## 2.4 Customer Service

- Clicking the **Take Our Quick Survey** link on iGrants home page displays the **iGrants Survey Questions**.

**Survey**

**iGrants Survey Questions**

**We'd like your feedback!** Information from this short survey will help us determine items you like and items you feel need more attention.

We all know that getting the work completed, accurate and on time is an important aspect of our every day work.

**Question 1**  
How well does iGrants fulfill your grant submission needs?

1 Not Very Well <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 Extremely So <input type="radio"/>
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- Clicking the **Contact Us with Technical Issues** link displays the technical support contact information.

**iGrants Contacts**

<b>Terri Vatne</b> iGrants System Administrator (360) 725-6423 <a href="mailto:iGrants@k12.wa.us">iGrants@k12.wa.us</a>	<b>Jan Burt</b> iGrants System Specialist (360) 725-4956 <a href="mailto:iGrants@k12.wa.us">iGrants@k12.wa.us</a>
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### 3. Enter Form Package Data

The Form Package selector page displays when you login into the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected in the drop-down in the left-hand corner of the page. The form package initially displays with the status of **Not Initiated**. The form package pages are sometimes pre-populated even though the status is Not Initiated. That means the data entered last year has been copied over to the current fiscal period. Clicking **Save** changes the status to **Draft**.

1. The initial view of the **Form Package Selector** page displays once you login into the iGrants system. The page displays the list of form packages a district can apply for.

#### Notes:

- Clicking the **Hide** link would hide the form package. This feature is specific to an individual computer.
- Click the **Include Hidden** checkbox and **Search** to **Unhide** the form package in the list.

The screenshot shows the iGrants Form Package Selector page. The left sidebar contains navigation links: Required Pages, Administrator, District, School, and Consortium. The main area has search filters: Fiscal Period (11-12), Form Package ID, Form Package Name, Funding Group Type (All), Funding Type (All), Milestone (All), and an Include Hidden checkbox. Below these is a table of form packages.

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data)	Budget Amount
426	21st CCLC Cohort 6 (Continuing Awards - District)	21st Century Community Learning Centers	08/15/2011	9/15/2011	Set Back to Not Initiated	Terri Baker	08/11/2011		
417	21st Century Community Learning Centers (Continuation Awards - Consortium)	21st Century Community Learning Centers	08/15/2011	9/15/2011					
363	21st Century Community Learning Centers (Continuation Awards - District)	21st Century Community Learning Centers	08/15/2011	9/15/2011					
416	21st Century Community Learning Centers (Continuing Awards - District)	21st Century Community Learning Centers	08/15/2011	9/15/2011					
541	21st Century Community Learning Centers (Continuing Grants - Consortium)	21st Century Community Learning Centers	08/15/2011	9/15/2011	Set Back to Not Initiated	Terri Baker	08/10/2011		

2. The search feature on the Form Package Selector page is used to search for specific form packages.

#### Notes:

- To locate a form package, enter the **3-digit Form Package ID**; click Search.
- You can view information on form package name, ID#, available date, due date, current status, and budget info/status.
- The default is to display data sorted by organization, but you can sort differently by clicking on the column headers.

The screenshot shows the iGrants Form Package Selector page with the search results for Form Package ID 219. The search filters are the same as in the previous screenshot. The table shows one result for the State Transitional Bilingual Instructional Program.

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data)	Budget Amount
219	State Transitional Bilingual Instructional Program	Bilingual	06/13/2011	7/1/2011	Draft	07/01/2011			Completed Original \$210,244

- Clicking form package name or the ID displays the form package detail pages.

**Notes:**

- The contact page is the default page which displays, when you click the form package name or ID.
- Enter or update the data as required and click **Save**.
- The top of the page displays the form package name and the current status.
- Clicking **Set Back to Draft** icon would change the page status to draft and the icon changes to **Mark Completed**.
- After entering the data, click **Save** and **Mark Completed**.

- Clicking the **Application** tab, displays the form package pages.

**Notes:**

- Enter or update data as required and click the **Save** icon.
- Click the **Print All** icon to view and print all form package pages.
- After entering the data, click **Save** and **Mark Completed**.

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval	REAP-Eligible SAS Approval

- Enter **Save** data on all the required pages and mark each page complete.

**Note:**

- Click **Next** to navigate between the pages.

The screenshot shows the iGrants application interface for the '274 Perkins (5-Year) Application Plan (Skill Centers Only)'. The current form package status is 'Not Initiated'. The left sidebar contains navigation links for Profile Page, Instructions, Required Pages, Administrator, District, School, Consortium, All Budgets, and Report Tool. The main content area displays a 'Page 1' dropdown menu with the following options: Milestone Viewer, Page 1 SAS (Not Initiated), Page 2 Assurances (Not Initiated), Page 3 Request Waiver Form (Not Initiated), Page 4 Required Uses (Not Initiated), Page 5 Allowable Activities (Not Initiated), Page 6 State Levels of Performance (Not Initiated), Page 7 Teacher Data (Not Initiated), and Page 8 Program of Study/Certification (Not Initiated). Below the dropdown, there is a 'Grant Administration Timeline for Substantially Approvable Status (SAS)' link and a 'SAS Tutorial' link. At the bottom, there is a table for OSPI Use Only.

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval	REAP-Eligible SAS Approval

- Select the **Milestone Viewer** from the page drop-down to display the status of all form package pages.

**Note:**

- Clicking the page icon will display that page.

The screenshot shows the iGrants application interface with the 'Milestone Viewer' selected in the dropdown menu. The main content area displays a table showing the status of all form package pages. The table has 5 columns and 2 rows of data.

Page 1 SAS	Page 2 Assurances	Page 3 Request Waiver Form	Page 4 Required Uses	Page 5 Allowable Activities
Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated

Page 6 State Levels of Performance	Page 7 Teacher Data	Page 8 Program of Study/Certification
Not Initiated	Not Initiated	Not Initiated



7. Clicking the **Budget** tab displays either the page to create a new budget or the list of existing budgets.

**Notes:**

- If you are creating a new budget, click the **New** button which will take you to the **Budget Indirect Rate Calculator**.
- If you are taking less than the indirect amount displayed, enter the amount in the white field, then use the **Calculate** button to recalculate the **Budgeted Direct Expenditures** amount.

The screenshot shows the 'Grants' application interface. At the top, there's a header with 'Test Web Server' and 'Grants' logo. On the right, there are links for 'Home', 'Feedback', and 'Logout'. Below the header, a navigation bar contains tabs: 'Help', 'Contact', 'Application', 'Budget' (selected), 'Finish', 'Notify', and 'Notes'. The main content area is titled 'Budget Indirect Rate Calculator'. It displays the following fields:

- Allocated Budget Amount: \$0
- Indirect Rate: (rate cap for this program) 0.02250
- Indirect Amount: \$0
- Take Less Than Indirect Amount: (input field)
- Budgeted Direct Expenditures: (remainder to distribute within matrix cells) \$0

At the bottom of the calculator, there are buttons for 'Continue', 'Calculate', and 'Help'. On the left side of the interface, there is a sidebar with a 'Grants' logo and a list of navigation items: 'Profile Page', 'Instructions', 'Required Pages', 'Administrator', 'District', 'School', 'Consortium', 'All Budgets', and 'Report Tool'.

8. Clicking the **Help** hyperlink displays the help page with the information on Budget Indirect Rate calculator.

The screenshot shows the 'Budget Indirect Rate Calculator Help' page. It contains the following information:

- Allocation Amount:** This amount should match the Total Budgeted Expenditures cell located at the bottom of the budget matrix.
- Indirect Rate:** Percentage of grant used for allowable indirect costs. These rates are calculated by School Financial Services.  
*Indirect cost limits* ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (*direct expenditures*) plus a limited allowance for overhead or *indirect expenditures*.
- Indirect Amount:** Maximum amount allowed based on the following calculation:  
Allocation Amount divided by 1.(indirect rate) multiplied by (indirect rate).  
**Example:** \$929,069 / 1.023 X 0.023 = \$20,888
- Take Less, Than Indirect Amount:** Less than the indirect amount can be taken. Never more than indirect amount.  
**Example:** \$20,888 maximum amount. Districts choosing 0 to \$20,887 is allowed. If \$20,889 or more, an alert message will appear.
- Budgeted Direct Expenditures:** This amount is distributed throughout object and activity cells within the budget matrix. Budgeted Direct Expenditures, plus the indirect amount should equal the Total Budgeted Expenditures matching the Allocation Amount.  
(remainder to distribute within matrix cells)
- Total Budgeted Expenditures:** This is the grand total of the budget. This figure should match the allocation amount.  
(matches the allocation amount)

- Clicking **Continue** on the Budget Indirect Rate Calculator page displays the **Budget Matrix**.

#### Notes:

- Enter/update data as required; click **Save**.
- Click **Back to Calculator** icon if you need to review figures from the calculator page.
- Once you click **Calculate Matrix**, the page refreshes to display the calculated values. Clicking **Save** will also calculate the page.
- Enter **Comments** at the bottom of the page, if appropriate, and click **Save**.
- Click **Mark Completed** to finalize budget. A check mark will display in the budget tab.

**274 Perkins (5-Year) Application Plan (Skill Centers Only)**  
Current Form Package Status: **Not Initiated**

Help | Contact | Application | Budget | Finish | Notify | Notes

Calculate Matrix | Back To Calculator | Mark Completed | Save | Print

Modified By: By Org. | Modified On: By Org. | Modified By: By OSP | Modified On: By OSP

ESD: Educational Service District 113 | CoDistID: 14005 | Organization: Aberdeen School District | Grant Number:

Form Package Name: 274 Perkins (5-Year) Application Plan (Skill Centers Only) | Program Number: 46 | Revenue Account Number: 6146 | Sub Program Number: | Fiscal Period: 11-12 | Beginning: 7/1/2011 | Ending: 8/31/2012

Fiscal Officer: | Budget Contact Name: | Budget Contact Phone: | Category: 2011-12 Funding | Budget Type: Original

Activity	Total	Debit Transfer 0	Credit Transfer 1	Salaries-Certificated 2	Salaries-Classified 3	Benefits & Payroll Taxes 4	Supplies Instr. Resources & Non-Capitalized 5	Purchased Services 7	Travel 8	Capital Outlay 9
15 Public Relations	\$0		XXXX							
21 Superv. -Instruction	\$0		XXXX							
22 Learning Resources	\$0		XXXX							
23 Principal's Office	\$0		XXXX							
24 Guid. & Counseling	\$0		XXXX							
25 Pupil Mgt. & Safety	\$0		XXXX							
26 Health/Related Serv	\$0		XXXX							
27 Teaching	\$0		XXXX							
28 Extracurricular	\$0		XXXX							
29 Pay to School Dist.	\$0	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX		XXXX	XXXX

- Once you enter data, save, and mark all pages complete, click the **Finish** tab. The page refreshes to display icons for all form package components.

#### Notes:

- The **Finish** page will display a check mark in each icon if that section is complete. If there is not a check mark in the icon, go back to that tab and make sure all pages are marked completed.
- All the icons, including the one for Required Pages (located in the left-hand navigation bar), must display a check mark in order to submit a form package for Org Review.

**Test Web Server** | Grants

Home | Home | Feedback

Puneet Arya, Role: Site Administrator | Aberdeen School District

**274 Perkins (5-Year) Application Plan (Skill Centers Only)**  
Current Form Package Status: **Not Initiated**

Help | Contact | Application | Budget | Finish | Notify | Notes

**IMPORTANT!**  
All components must display a check mark before a form package can be marked finished.

Required: ☒ | Contact: ☒ | Application: ☒ | Budget: ☒

**SEE DISTRICT OFFICIALS**  
if the Required Pages icon is not displaying a check mark.


- Once all pages have been marked compete and you have clicked the Finish tab, click the **Notify** tab to send an email to your organization's iGrants Administrator.

#### Notes:

- Click the **Send Message** button to send the email.
- Current form package status now changes to **Under Org Review**.


- Once you have clicked Notify and the form package has been assigned the status of Under Org Review, the form package can be submitted to OSPI for review.

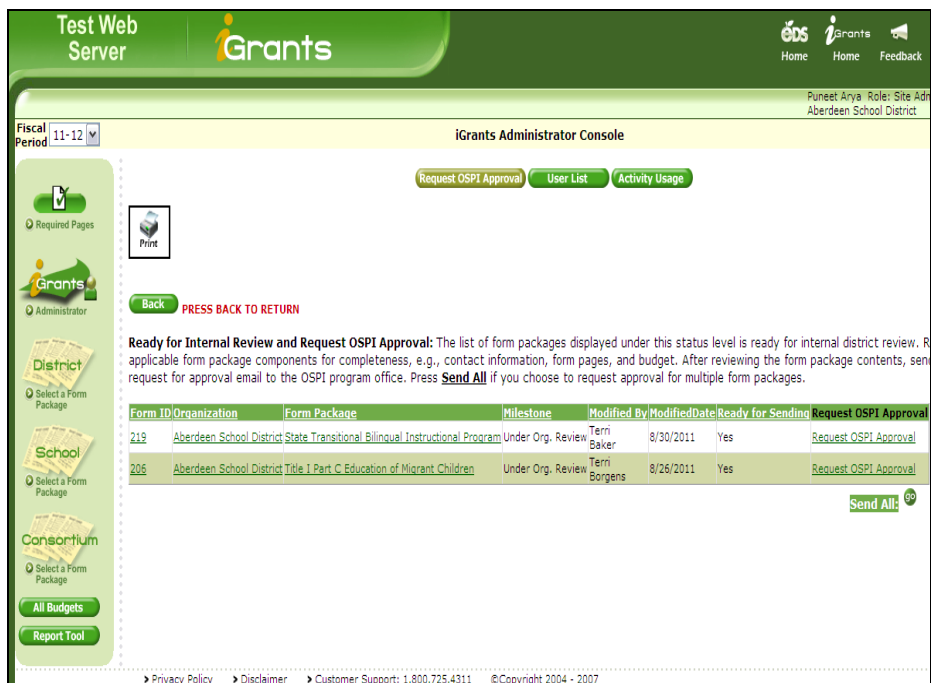
#### Notes:

- Submitting a form package to OSPI** can only be done by your organization's iGrants Administrator.
- The iGrants Administrator must click the **iGrants Administrator** icon in the left-hand navigation bar to reveal the **iGrants Administrator Console**.
- Click the  button to display form packages ready to send to OSPI for approval.

13. Clicking the  button displays the **Request for OSPI Approval** Page.

**Notes:**

- Clicking the **Request OSPI Approval** link changes the form package status to **Requested OSPI Approval** and sends an email to the OSPI program manager.
- Clicking the **Send All**  button submits all the form packages displayed on the list.
- Once the form package status is changed to **Requested OSPI Approval**, the organization is locked out and cannot make further changes.




**iGrants Administrator Console**

Request OSPI Approval | User List | Activity Usage

Back **PRESS BACK TO RETURN**

**Ready for Internal Review and Request OSPI Approval:** The list of form packages displayed under this status level is ready for internal district review. R applicable form package components for completeness, e.g., contact information, form pages, and budget. After reviewing the form package contents, sen request for approval email to the OSPI program office. Press **Send All** if you choose to request approval for multiple form packages.

Form ID	Organization	Form Package	Milestone	Modified By	Modified Date	Ready for Sending	Request OSPI Approval
219	Aberdeen School District	State Transitional Bilingual Instructional Program	Under Org. Review	Terri Baker	8/30/2011	Yes	<a href="#">Request OSPI Approval</a>
206	Aberdeen School District	Title I Part C Education of Migrant Children	Under Org. Review	Terri Borgens	8/26/2011	Yes	<a href="#">Request OSPI Approval</a>

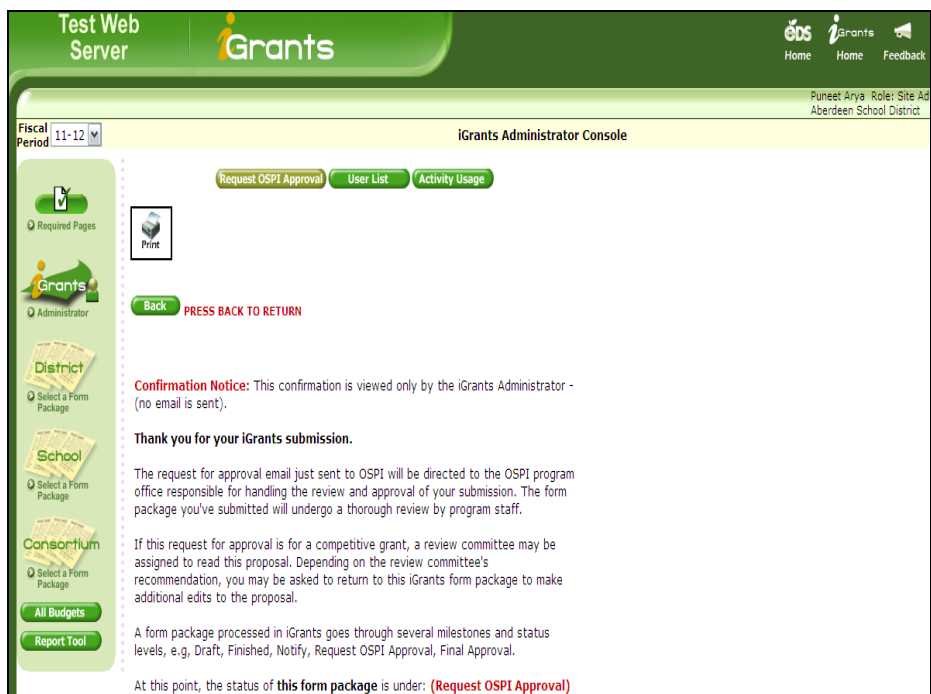
**Send All:** 

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14. Clicking the **Request OSPI Approval** link displays the **Confirmation Page**.

**Notes:**

- Click the **Print** icon to print.
- Click the **Back** button to navigate to the previous page.
- The iGrants Administrator can also access the **User List** and **Activity Usage** tabs to get information on iGrants users and system usage.



**iGrants Administrator Console**

Request OSPI Approval | User List | Activity Usage

Back **PRESS BACK TO RETURN**

**Confirmation Notice:** This confirmation is viewed only by the iGrants Administrator - (no email is sent).

**Thank you for your iGrants submission.**

The request for approval email just sent to OSPI will be directed to the OSPI program office responsible for handling the review and approval of your submission. The form package you've submitted will undergo a thorough review by program staff.

If this request for approval is for a competitive grant, a review committee may be assigned to read this proposal. Depending on the review committee's recommendation, you may be asked to return to this iGrants form package to make additional edits to the proposal.

A form package processed in iGrants goes through several milestones and status levels, e.g. Draft, Finished, Notify, Request OSPI Approval, Final Approval.

At this point, the status of **this form package** is under: **(Request OSPI Approval)**

15. Click on the **Notes** tab to enter and view notes.

**Notes:**

- All system-generated emails are recorded in Notes.
- You may also manually enter notes in the text box and click the **Add** button. The page refreshes to display your message in the notes table. The system will also record your name and the date of manual entry.

The screenshot displays the iGrants application interface. At the top, there is a green header bar with 'Test Web Server' and the 'iGrants' logo. On the right side of the header, there are links for 'Home' and 'Feedback'. Below the header, a yellow banner displays 'Fiscal Period 11-12' and '274 Perkins (5-Year) Application Plan (Skill Centers Only)'. The current form package status is 'Not Initiated'. A navigation bar contains buttons for 'Help', 'Contact', 'Application', 'Budget', 'Finish', 'Notify', and 'Notes'. The 'Notes' tab is selected. On the left sidebar, there are links for 'Profile Page', 'Instructions', 'Required Pages', 'Administrator', 'District', 'School', and 'Consortium'. The main content area features a 'Print' button and a large text box with an 'Add' button. Below the text box is a table titled 'Written By Written On Note' with columns for 'Edit', 'Written By', 'Written On', and 'Note'. A single entry is visible: 'Puneet Arya' wrote 'Form Package' on '8/29/2011'. The bottom of the sidebar has an 'All Budgets' button.

Written By Written On Note			
Edit	Written By	Written On	Note
	Puneet Arya	8/29/2011	Form Package

## 4. Update Form Package Data

Sometimes form packages are sent back to districts for further work. The form package status is then changed from **Under OSPI Review** to **Needs More Work**.

- To find form packages that have been put under Needs More Work, use the Milestone drop-down on the Form Package Selector page. Select **Needs More Work** and click **Search**. The page refreshes to display the appropriate results.

### Note:

- Click form package name or ID to see the form package data.

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified (OSPI)	Change Requests (Narrative/Data)	Budget Amount /Revised
215 <a href="#">Hide</a>	<a href="#">Perkins (5 Year) Application Plan (District Package)</a>	Perkins	06/08/2011 9/1/2011	5:00:00 PM	Needs More Work	Lynn Strimatter-Green 08/29/2011	Mary Nagel 08/29/2011	
267 <a href="#">Hide</a>	<a href="#">Special Education IDEA Part B Sections 611 and 619</a>	Special Education	05/16/2011 7/1/2011	5:00:00 PM	Needs More Work	Jean Prochaska 08/15/2011	Valerie Arnold 08/09/2011	Need Sect Orig \$748 Sect Orig \$412
219 <a href="#">Hide</a>	<a href="#">State Transitional Bilingual Instructional Program</a>	Bilingual	06/13/2011 7/1/2011	5:00:00 PM	Needs More Work	Jean Prochaska 08/26/2011	Puneet Arya 08/30/2011	Com Orig \$219

- The tab containing pages that need more work displays with a **Yellow icon**. Pages needing more work display with a status of **Needs More Work** on the drop-down list of pages. (If there is only one page in the form package, this is not the case.)

### Notes:

- Click **Req. OSPI Review** once suggested changes have been made.
- The **form package status will remain as Needs More Work** until OSPI puts the corrected page under review. Then the form package status will change to **Under OSPI Review**.

**219 State Transitional Bilingual Instructional Program**  
Current Form Package Status: **Needs More Work**

Page 1 - Use of Funds (Needs More Work)

Modified By Modified On Modified By Modified On  
By Org. By Org. By OSPI By OSPI  
Jean Prochaska 8/26/2011 4:34 PM Puneet Arya 8/30/2011 8:10 PM

Page 1

**Use of Funds**  
TBIP Funds CANNOT be combined with other funds in Title I schoolwides.

**Estimated Count**



Estimated TBIP Allocation: \$210,244

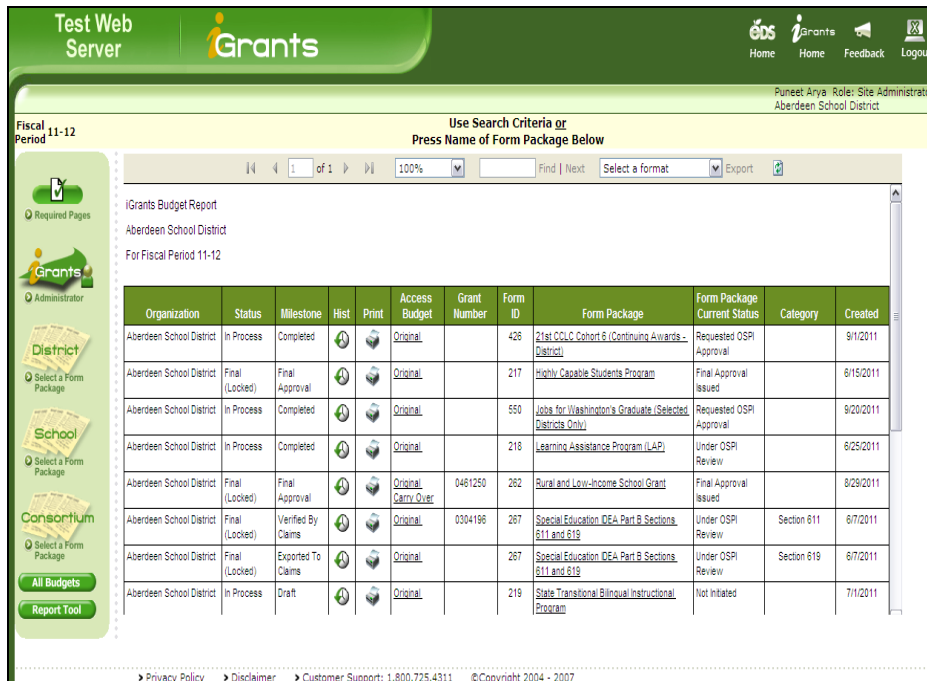
For more information on the allocation calculation, please refer to the [Categorical Calculation Model](#).

## 5. All Budgets

- Clicking the **All Budgets** button in the left-hand navigation bar displays the **iGrants Budget Report** page with links to all budgets.

### Notes:


- The **Budget Report** page displays budgets for current fiscal period only.
- Click the  icon to view the budget status and history.
- Click the  icon to print.
- Click **Access Budget** link or the form package name to view the budget.

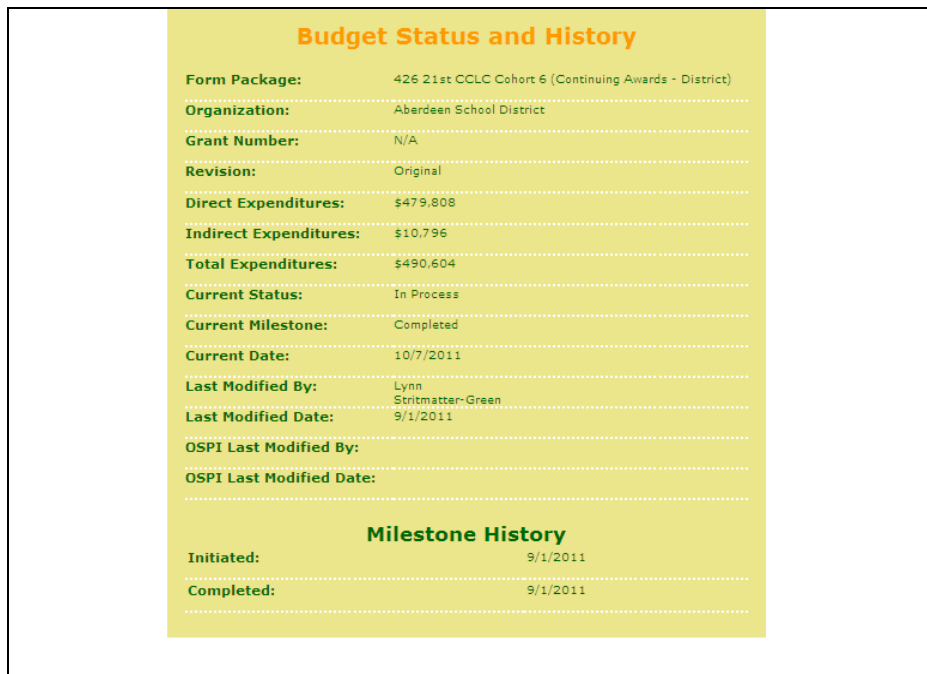


**iGrants Budget Report**  
Aberdeen School District  
For Fiscal Period 11-12

Organization	Status	Milestone	Hist	Print	Access Budget	Grant Number	Form ID	Form Package	Form Package Current Status	Category	Created
Aberdeen School District	In Process	Completed			<a href="#">Original</a>		426	21st CCLC Cohort 6 (Continuing Awards - District)	Requested OSPI Approval		9/1/2011
Aberdeen School District	Final (Locked)	Final Approval			<a href="#">Original</a>		217	Highly Capable Students Program	Final Approval Issued		6/15/2011
Aberdeen School District	In Process	Completed			<a href="#">Original</a>		550	Jobs for Washington's Graduate (Selected Students Only)	Requested OSPI Approval		9/20/2011
Aberdeen School District	In Process	Completed			<a href="#">Original</a>		218	Learning Assistance Program (LAP)	Under OSPI Review		6/25/2011
Aberdeen School District	Final (Locked)	Final Approval			<a href="#">Original</a>	0481250	262	Rural and Low-Income School Grant	Final Approval Issued		8/29/2011
Aberdeen School District	Final (Locked)	Verified By Claims			<a href="#">Original</a>	0304196	267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 611	6/7/2011
Aberdeen School District	Final (Locked)	Exported To Claims			<a href="#">Original</a>		267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 619	6/7/2011
Aberdeen School District	In Process	Draft			<a href="#">Original</a>		219	State Transitional/Bilingual Instructional Program	Not Initiated		7/1/2011

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- Clicking the  icon on the Budget Report page displays the **Budget Status and History** page in a new window.



**Budget Status and History**

**Form Package:** 426 21st CCLC Cohort 6 (Continuing Awards - District)

**Organization:** Aberdeen School District

**Grant Number:** N/A

**Revision:** Original

**Direct Expenditures:** \$479,808

**Indirect Expenditures:** \$10,796

**Total Expenditures:** \$490,604

**Current Status:** In Process

**Current Milestone:** Completed

**Current Date:** 10/7/2011

**Last Modified By:** Lynn Stritmatter-Green

**Last Modified Date:** 9/1/2011

**OSPI Last Modified By:**

**OSPI Last Modified Date:**

**Milestone History**

**Initiated:** 9/1/2011

**Completed:** 9/1/2011

## 6. Report Tool

The Report tool is used to generate and print a report. Currently, clicking the **Report Tool** icon in the left-hand navigation bar takes you back to the **Form Package Selector** page (see section 2.3) where you can search and print the form package data.

**Note:** iGrants is working on a future enhancement that will enable districts to run form package reports and download as Excel documents. This section of the user manual will be updated with instructions on how that works once the enhancement is in place.

Test Web Server

iGrants

eds Home iGrants Home Feedback

Puneet Arya Role: Site Administrator Office of Superintendent of Public Instruction

Fiscal Period 11-12

**Form Package Selector** Search Show All

Form Package ID:

Form Package Name:

Funding Group Type: All

Funding Type: All

Milestone: All

**Navigation Bar:**

- Administrator
- District Select a Form Package
- School Select a Form Package
- Consortium Select a Form Package
- All Budgets
- Report Tool

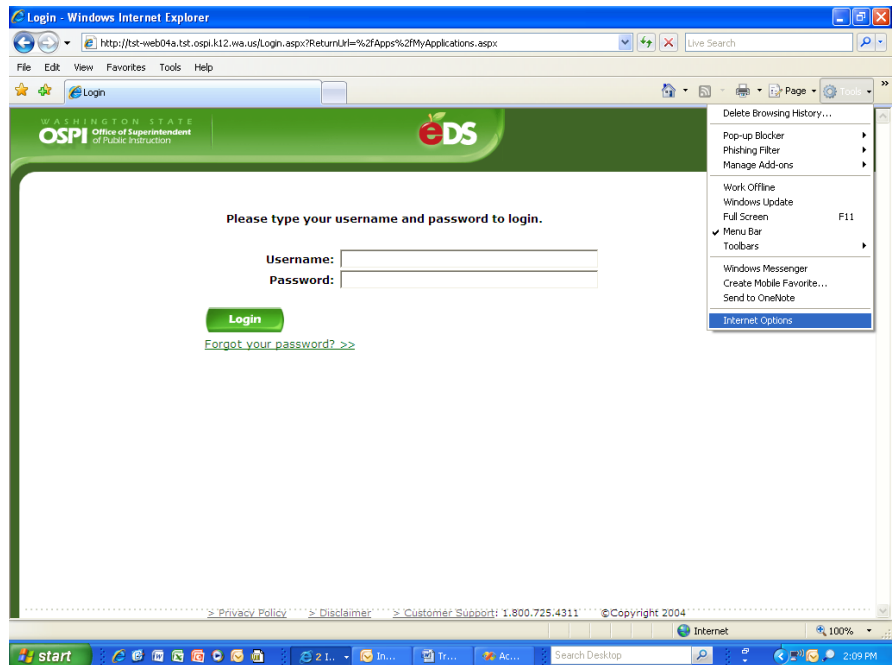
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(See section 2.3 for details)

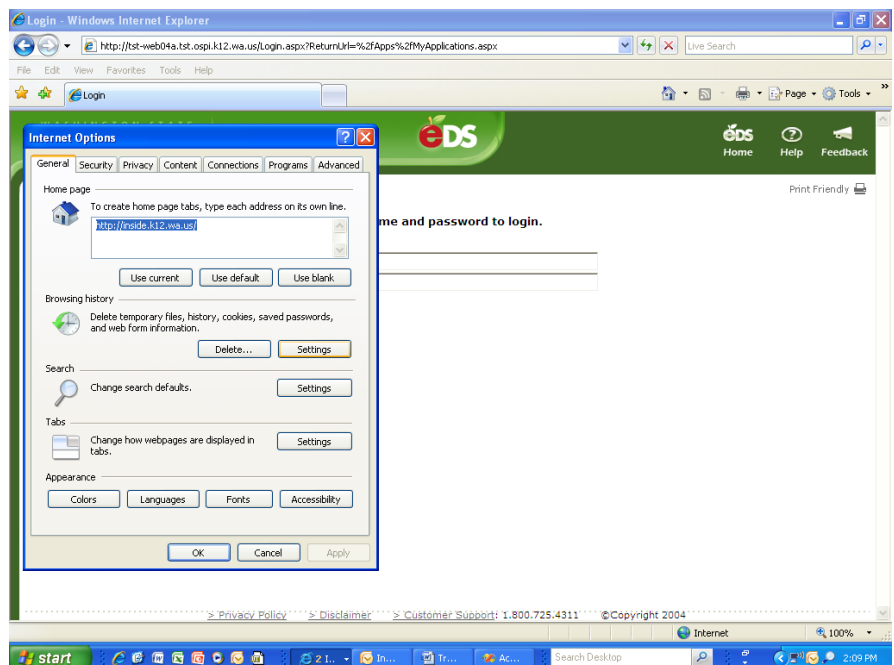


## Appendix A – Adjusting the Browser Settings

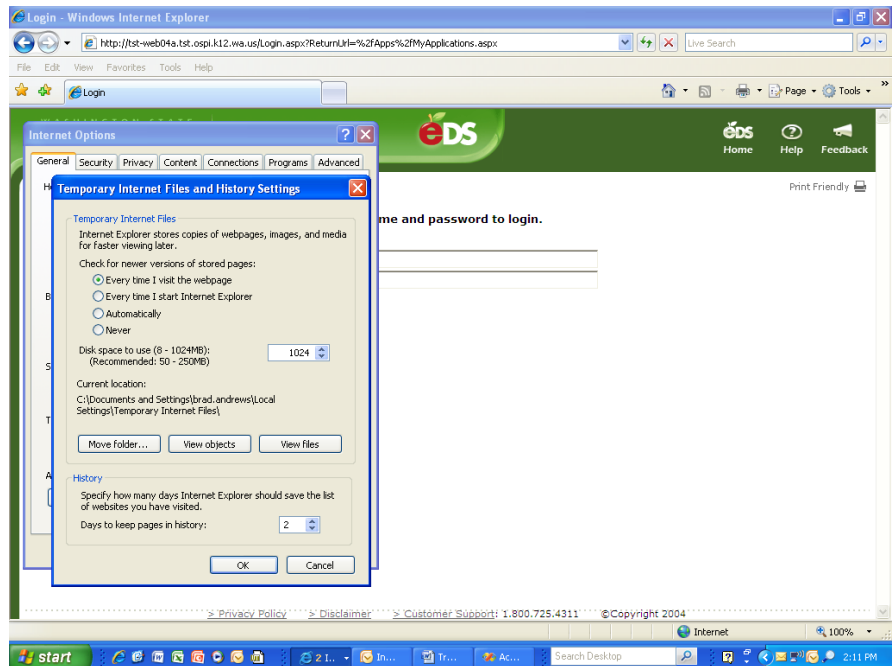
1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your Web browser. You may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select **Internet Options**.



2. A window will display with Internet Options. On the **General** tab, under the heading Browsing history click the **Settings** button.



- Another window will display with Temporary Internet Files and History Settings. Under the heading **Temporary Internet Files**, select the first radio button that says **Every time I visit the webpage**. Click OK.



- This window will close and the Internet Options window will display. Click **OK again** to close this window.
- Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.

